

2013 AEFLA Continuation Grant

Technical Assistance Webinar
April 19, 2013



VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF
**TECHNOLOGY, CAREER &
ADULT EDUCATION**
OFFICE OF ADULT EDUCATION & LITERACY SERVICES

Unified Application - Funds

- Adult Education and Family Literacy Act - federal
 - Adult basic education (ABE)
 - Adult secondary education (ASE)
 - English for speakers of other languages (ESOL)
 - Corrections and institutions (C&I)
 - Instruction
 - Administration
- General Adult Education - state
 - ABE, ASE, ESOL instruction
- Lead agency coordinating funds

Reduction in Estimated AEFLA Funds

- Sequestration – 5%
- Updated ACS 3-year average
- \$8,941,872 estimated AEFLA funds available for 2013-2014
- Affects C & I and administration
- No anticipated reduction in SLCA or GAE funding for 2013-2014

Application Components

- Electronic copy of approved Three-year Plan
- Revisions to the regional Three-year plan
- One-year application for funding
- Budget workbook
- Request for addition administrative funding, if applicable
- Regional memorandum of understanding
- Federal and state assurances
- First-year performance review (January 2014)

Application Components, cont'd

- Revisions to the regional Three-year Plan
 - 10 pages maximum
- Second-year application for funding
 - 10 pages maximum
 - 100 points
- Submission and formatting guidelines – pages 4, 10, and 29
- Email approved Three-year Plan and budget workbook to OAEL@doe.virginia.gov (page 9)

Application Guiding Factors

- Twelve federal considerations (page 11)
- Program priorities (page 12)
- OAEL strategic plan
- Federal and state accountability (pages 17 and 19)

Application

- Applicants must submit all components as a single application for the region.
- Components should present a cohesive and comprehensive plan for the delivery of adult education and literacy services across the region.
- Application should focus on continuous improvement and alignment to OAEL's strategic plan.
- Expenses should be necessary and reasonable to carry out the described plan for year two.

Electronic Copy of Three-year Plan

- Reflects approved plan
- Facilitates grant review
- Establishes uniform benchmarks for plan revisions
- Ensures maintenance of records

Revisions to the Three-year Plan

- Describe changes to plan necessitated by 2012-2013 operations
- Must answer every question for each section
 - Needs assessment/Program Management and Instructional Standards
 - Recruitment, retention, and reporting
 - Career pathways
 - Professional development

Revisions to the Three-year Plan, cont'd

- Revisions should include changes and the reasons for the change
- Should address operations and goals across the region
- “No changes are necessary” is an acceptable answer.

Second-year Application for Funding

- Measurable Goals and Objectives – 25 points
- Program Design – 25 points
- Capacity and Commitment – 25 points
- Budget and Budget Narrative – 25 points

Focuses on actions of the second year of the three-year plan.

Second-year Application, cont'd

Measurable Goals and Objectives

- Provide objectives for each second-year goal from the three-year plan and proposed revisions for recruitment, retention, and reporting, career pathways, and professional development
- Goals and objectives under Program Management and Instructional Standards of the Three-year Plan will be addressed in the required First-year Performance Review due in January 2014.

Second-year Application, cont'd

Measurable Goals and Objectives, cont'd

- Aligned with the identified need
- Be specific and measurable and demonstrate continuous improvement
- Include allowable activities and reflect the 12 federal considerations and program priorities

Second-year Application, cont'd

Program Design

- Include location and schedule of services across the region in Table 1
- Describe instructional activities including:
 - Support services
 - Family literacy and corrections and institutions
 - Student intake, assessment, goal-setting
 - Distance education
 - Diploma programs

Second-year Application, cont'd

Capacity and Commitment

- Describe how partnerships contribute to the program plan and advance program's goals
- Describe past performance (goals should align)
- Describe commitment to serve most in need
- Describe qualifications of staff to carry out program design

Second-year Application, cont'd

Capacity and Commitment, cont'd

- Describe the collection of program income and how the income will be spent in the fiscal year to support the adult education and literacy program
- Describe professional development activities to ensure success in meeting goals and carrying out program design

Second-year Application, cont'd

Budget and Budget Narrative

- Expenses are allowable, necessary, and reasonable
- Support program design
- Provide a specific description of the expense, including number, cost per unit, and total costs
- Describe expenditures listed as “other” in the budget worksheets

Second-year Application, cont'd

Budget and Budget Narrative, cont'd

- Signed copies of the contact sheet and master form must accompany the application
- The budget workbook, along with the approved Three-year Plan, must be submitted electronically

First-year Performance Review

- Due in January 2014
- Will require an analysis of 2012-2013 program performance
- Will require a comparison of performance to first year goals and objectives
- Will request mid-year objectives for performance goals
- Will request an update on technology goals
- Should inform 2014-2015 performance goals and objectives

Evaluation of Applications

- Teams will evaluate the applications using a rubric and assign a score to each section.
- Applications with unacceptable scores or unapproved revisions will be asked to make corrections before receiving awards

General Adult Education (GAE)

- The Virginia Acts of Assembly provide funding for the GAE grants to support approved adult education programs within the Commonwealth.
- **Local match is not required for GAE funds.**
- Allocations for each locality based on the funding formula

GAE Activities

- Adult Basic Education
- Adult Secondary Education, including both GED preparation and adult diploma programs, such as the Adult High School (AHS) and General Achievement Diplomas (GAD) and the National External Diploma Program (NEDP)
- English for Speakers of Other Languages

GAE Activities, cont'd

- VDOE uses GAE as match against federal AEFLA funds.
- Therefore, GAE funds are subject to the same procedures and regulations as those that guide administration of the AEFLA program.

Budgets & Federal Requirements

Federal Requirements

- No supplanting
- Match
- Maintenance of Effort
- Administration
- Allocations
- Budget Workbook

Supplanting

- Funds must be used to supplement, not supplant, current funding.
- You may not use federal funds to replace local, state, or federal funds used to run adult education and literacy programs

Match

- Each applicant must match 15% of their request.
 - How to match (page 24)
 - In-kind or cash
 - Cannot use other federal funds
 - Can come from a single source or from various sources across the region
 - Must be for the direct support of adult education and literacy activities
 - Rent and volunteer hours must be based on fair market values

Maintenance of Effort

- AEFLA section 241 (b)
- Match must meet or exceed the previous year's match
- Affected by reallocation of previous years' funds
- Be smart in your planning!

Administration

- There is a 5 percent cap on administrative expenditures for the AEFLA grant.
- Requests for more than 5 may be submitted with your application and will be considered on a case-by-case basis
- Requests should be reasonable and limited

Allocations

- AEFLA
 - Corrections and institutions (10% maximum)
 - Instruction (95% minimum)
 - Direct instruction (50% minimum)
 - Administration (5% maximum)
- GAE
 - 100% instruction

Allocations, cont'd

- Fiscal agent is responsible for ensuring the distribution of AEFLA, C&I, and GAE funds among localities in the region according to the funding formula
- Regional costs, e.g., regional outreach, may be shared, but one locality's funds may not be used for expenses in another locality.
- Regional sharing must be reasonable and equitable.

Accountability

- Monitoring & Evaluation
- Data Entry & Reporting

Program Monitoring & Evaluation

- Section IV.A.23 of Operational Guidance Manual requires participation in OAEL monitoring & evaluation activities.
 - Program Performance Report Cards
 - Site Visits
 - Desk Audits

Data Entry & Reporting

- Access to state Web-based adult education application is provided through OAEL.
- Data must be entered by the 20th of each month.
- Information to be entered includes:
 - Student information
 - Teacher information
 - Class information
- Technical assistance will be provided throughout the program year.

Data Entry & Reporting

Award recipients must comply with the following guidelines and policies.

- National Reporting System (NRS)
- OAEL assessment policy
- OAEL distance learning policy
- Universal Student Profile Document (USPD)
- OAEL goal-setting policy
- NRS *Implementation Guidelines*

Questions?

Direct RFP, program, or finance questions to:

James Andre

James.Andre@doe.virginia.gov

(804) 371-7852

Web site:

[http://www.doe.virginia.gov/instruction/
adulted/index.shtml](http://www.doe.virginia.gov/instruction/adulted/index.shtml)